



276 FOURTH AVENUE
CHULA VISTA, CA 91910

EMPLOYMENT OPPORTUNITY

Police Services Officer

RECRUITMENT NUMBER: 06513109

SALARY: \$3,489.13 - \$4,241.05/ MONTHLY
FILING DEADLINE: 5 PM, MONDAY, OCTOBER 16, 2006

POSITION SUMMARY

This is a non-sworn position that processes, guards, secures and confines all persons who have been detained, arrested or put under protective custody into the Chula Vista Police Department Type I holding facility; and performs other related duties as required. There are currently two vacancies. This position requires the incumbent(s) to work shift assignments that include nights, holidays and weekends.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: book, process, photograph and fingerprint inmates; search incoming inmates for weapons and contraband; prepare arrest packets including checking criminal history backgrounds using a variety of law enforcement related computer software; process any evidence collected from prisoners; maintain order in holding facilities; restrain combative prisoners and attend to injured prisoners when necessary; complete jail reports should an incident occur in the jail facility; provide detailed information to watch commander; segregate inmates when necessary; confine juveniles in separate holding areas; provide prisoner information to other law enforcement agencies or facility personnel; assist arresting officers with DUI tests (breathalyzer); transport prisoners to South County Courthouse, San Diego County Jail, Las Colinas Women's Detention Facility, San Diego Juvenile Hall or other required facility; guard prisoners in the hospital before transfer to county detention facilities as required; maintain jail security; keep safe and sanitary jail facility (including all interview rooms, report rooms, "DUI" rooms, and holding cells); maintain jail supplies, first aid kits, film, ink, print cards, gloves, paper suites, blankets and other miscellaneous supplies; secure prisoners' personal property; coordinate and supervise daily inmate meal distribution; complete various clerical reports including booking reports, detention cards, jail logs, juvenile logs and injured prisoner reports; edit and process incoming teletype information messages regarding out of county or state warrants and bulletins; maintain and update the Jail's Policy and Procedure Manual; follow bail schedules and receive and process bail monies and/or bonds; sound and/or respond to alarms; conduct perimeter security checks; coordinate the release of prisoners; create photo lineups; maintain Jail Control Room as required; perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination equivalent to the completion of the twelfth grade supplemented by college courses in criminal justice or a related field and one year of responsible experience in a position that includes high public contact. **License:** Possession of a valid California driver's license. Bilingual skills desirable.

Knowledge, Skills and Abilities: Knowledge of: principles of human behavior and group dynamics; applicable laws, codes, ordinances and regulations; basic math; English usage, spelling, grammar, and punctuation; computer equipment and software applications related to assignment. Ability to: maintain order, instruct and direct the activities of prisoners; accurately observe, recall and document prisoner behavior; assess situations to prevent or solve problems and take appropriate course of action; control prisoners who resist using minimum force; understand bail schedules and how to receive and process bail monies and/or bonds; understand the rules of chain of evidence and proper chain of evidence procedures; use a taser gun and pepper spray; exercise good judgment in maintaining order and security and directing the activities of inmates; read, comprehend and appropriately apply laws, statutes and policies; administer first aid; operate computer equipment and software related to assignment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contracted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

With assistance, must be able to restrain prisoners weighing up to 200 pounds using a variety of restraint techniques; must have the ability to read rules, regulations, training materials and other documents; must be able to sit for long periods of time; must be able to stand for extended periods of time; must have mental acuity to perform simple mathematical calculations as well as write accurate reports; must be able to use disinfectants to clean prisoners cells; must be able to bend, grab, lift objects weighing up to 75 pounds; must have the ability to hear verbal commands, warning bells, and other sounds; and must have the ability to use a computer keyboard.

APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application by 5:00 p.m., Monday, October 16, 2006. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.

The above salary does not reflect a 1.92% reduction that coincides with the Work Furlough Program (see back of page).



Assigned Staff: Cleve Jacobs, (619) 585-5743, cjacobs@ci.chula-vista.ca.us • Published: 9/22/06
Hours: 8am – 5pm Monday – Friday • www.chulavistaca.gov • (619) 691-5096 • Job Hotline: (619) 691-5095

The Human Resources Department is committed to providing superior services to employees, departments, and the public to ensure an informed, quality workforce and community, while treating everyone with fairness, dignity, and respect.



Human Resources Department

Police Services Officer - Selection Process

Physical Agility Test **Saturday, November 4, 2006 8:00-10:00 AM.**
Chula Vista Fire Station #4, 850 Paseo Ranchero, Chula Vista
(Nearest Intersection is: Paseo Ranchero and "L" Street)

Applicants who meet the minimum qualifications will be invited to take the Physical Agility Test (PAT). You will receive a letter inviting you to the Physical Agility Test. This test is designed to be a specific measure of the physical capabilities necessary to perform the duties of a Police Services Officer. Those participating in the Physical Agility Test will be required to sign an Accident Waiver and Release of Liability.

The Physical Agility Test will include the following:

- In 30 seconds, walk briskly or jog 150 feet through a course which includes climbing up and down 10 steps
- Drag a 165 lb dummy 20 feet in 30 seconds
- Wearing a 30 lb backpack, walk 75 feet within 30 seconds
- Sprint 50 yards in 20 seconds

Those who pass the Physical Agility Test will be invited to take the written examination later on that day.

Written Examination **Saturday, November 4, 2006** Community Room
Chula Vista Police Department, 315 Fourth Ave, Chula Vista
(Location is Corner of 4th Ave and "F" Street)

Candidates will be scheduled to one of the following test times : 12:00, 3:00 or 5:00 p.m.

- The 100 question written exam will include the following topics, there is no study guide available and calculators are not allowed in the exam:
 - Reading Comprehension
 - Language Skills/Report Writing
 - Teamwork and interpersonal Relations
 - Basic Math
 - Name and Number Matching

Those who pass the written exam will be invited to the interview tentatively scheduled for the week of December 11th.

Good Luck!

Chula Vista Police Department

Professional Standards Unit



Police Services Officer Disqualifying Criteria

Very few negative factors are automatically disqualifying. Each incident is evaluated in terms of the circumstances and facts surrounding its occurrence and its degree of relevance to the position.

Employer and Experience

- Terminations
- Employee theft
- Using illegal narcotics or alcohol while on-duty
- Violent behavior demonstrated at the workplace
- Unstable work history
- Significant disciplinary actions for violating company policies
- Tardiness or absenteeism issues

Education

- Suspension or expulsion from school
- Violent behavior demonstrated at school

Residences

- Evictions
- History of late payments

Military

- Dishonorable discharge
- Non-compliance with Selective Service registration law
- Disciplinary actions

Financial

- Accounts currently in collections
- Repossessions within the past 5 years
- Bankruptcy for reasons other than medical or loss of job
- Late or outstanding child support

Driving

- Repeated violations within 5-7 years
- Hit and run
- Driving without insurance
- Allowing tickets to turn into warrants

Legal

- Petty theft within the past 5-10 years
- Burglary within the past 5-10 years
- Forgery within the past 5-10 years
- Embezzlement within the past 5-10 years
- Grand theft within the past 5-10 years
- Insurance fraud within the past 5-10 years
- Illegal drug use within the past 5-10 years
- Possession for sale or sale of controlled substances within the past 5-10 years
- Possession of explosive devices within the past 5-10 years

- Arson within the past 20 years
- Domestic violence within your lifetime
- Elder or Child Abuse within the past 20 years
- Murder within your lifetime
- Rape within your lifetime
- Assault within the past 20 years
- Unlawful intercourse with a minor
- Impersonating a Peace Officer within your lifetime

General

- Failure to follow instructions
- Missing or incomplete application documents
- Intentionally omitting or falsifying information
- Failed psychological or medical testing

The City of Chula Vista employment application is the first official document in your hiring process. As part of the background investigation, your application information is compared to your fingerprint, credit and employment history and records and any subsequent documents you complete as part of the pre-employment screening process.

Do not lie or omit information. Misrepresentations, omissions and false statements are disqualifying. Each of your statements will be cross-referenced and verified.